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28 October 1954

MEMORANDUM FOR: Training Liaison Officers (for distribution)

SUBJECT: Spring Language Training Program

This memorandum announces short and long-term language training programs beginning during the spring, 1955. These programs should meet most Agency needs for beginning, intermediate and advanced language training. All applicants are required to complete the following actions prior to Office of Training consideration of applications:

1. For part-time instruction (internal or external):
 - a. Interview with staff member of the External and Language Training Division (ELTD/TR).
 - b. Language Aptitude Testing (for internal elementary courses and all external courses).
 - c. Proficiency and placement testing (by interview or scheduled test) for all courses except beginning.

(Exceptions: The foregoing are not required for the orientation and familiarization courses.)

2. For full-time training:

Same as above plus transcript of academic education above high school.

Internal Program

Language study opportunities within the Agency are of three types -- classes, seminars, and self-study programs. Interested persons should contact their Training Liaison Officer. Additional information can be obtained by calling extension [REDACTED]

1. Classes

The following spring language classes are offered. These classes will be given if a minimum of four people apply. Deadline for receipt of applications in ELTD/TR is 14 January 1955. Classes meet during normal duty hours; laboratory drill may be done at the convenience of the student.

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Classes beginning 1 February 1955:

<u>Course</u>	<u>Weeks Duration</u>	<u>Class Hours Per Week</u>	<u>Lab Hours Per Week</u>
Elementary Spoken Arabic	30	6	12
Elementary Arabic Reading	34	3	8
Elementary Dutch Reading	16	3	5*
Elementary Spoken French (Phase I)	16	4 $\frac{1}{2}$	9
Elementary Spoken French (Phase II)	16	3	**
Elementary French Reading	16	3	**
Elementary Spoken German (Phase I)	16	6	9
Elementary Spoken German (Phase II)	16	4	6
Elementary German Reading	16	6	8*
Intermediate German	16	4	6*
Elementary Spoken Italian	16	4 $\frac{1}{2}$	9
Elementary Japanese (Phase I)	39	6	**
Elementary Portuguese Reading	16	3	**
Elementary Rumanian Reading	16	3	**
Elementary Spoken Spanish (Phase I)	16	4 $\frac{1}{2}$	9
Elementary Spoken Spanish (Phase II)	16	3	**
Elementary Spanish Reading	16	3	**

Classes beginning 7 February 1955:

Elementary Albanian	16	4 $\frac{1}{2}$	6
Elementary Bulgarian	16	4 $\frac{1}{2}$	6
Elementary Czech (Phase II)	16	3	5
Intermediate Hungarian	16	2	3
Intermediate Polish	16	2	3
Elementary Russian (Phase I)	16	4 $\frac{1}{2}$	6
Elementary Russian (Phase II)	16	3	5
Elementary Russian Reading (Phase I)	16	4 $\frac{1}{2}$	3
Elementary Russian Reading (Phase II)	16	4 $\frac{1}{2}$	2
Intermediate Russian (Phase I)	16	2	5
Intermediate Russian (Phase II)	16	2	5
Advanced Russian Reading	16	3	**
Economic Russian Reading	16	2	**
Scientific Russian Reading	16	2	**
Russian Familiarization	6	2	**
Review of Russian Essentials	8	2	4

* Laboratory drill or outside study.

** Outside preparation as indicated by instructor.

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2. Seminars

Foreign language conversation seminars are for persons who possess some degree of conversational proficiency and wish to maintain or improve that proficiency. Seminars meet for two-hour sessions, once a week. Groups are organized on a "demand" basis; enrollment is limited to a minimum of four students and a maximum of eight. Applicants should fill out the "Application for Foreign Language Conversation Seminars," copies of which can be obtained from the Training Liaison Officers. The applicant will then be interviewed by the seminar leader to determine level of competence.

3. Self-Study Programs

Self-study programs are designed only for persons who already have acquired some facility in the language to be studied, and consist mainly of work in the language laboratory. Upon completion of any of the courses listed in paragraph 1, above, a self-study program may be arranged with the instructor. An effective self-study program requires a minimum of five hours' laboratory drill each week. The laboratory is open from 0700 to 2000 Monday thru Friday, from 1000 to 1400 on Saturday; and is equipped for self-study in thirty-five languages.

4. In addition to the foregoing courses and programs, the External and Language Training Division organizes and sponsors lectures in foreign languages and scheduled projection of foreign language moving pictures. (See individual announcements.) Also available are recorded foreign and Voice of America foreign language broadcasts. Current foreign language newspapers and magazines also may be taken from the language laboratory and not returned.

External Program

1. It is probable that arrangements could be made for Agency employees in the following intensive, full-time programs at the Army Language School, the Navy Language School, or the Foreign Service Institute, Department of State. Emphasis is on the spoken language. Some instruction is given, however, in reading and writing, and most courses include some degree of area familiarization and lectures. All candidates for these programs will be considered by Qualifications Review Panels. Applications for all semi-intensive and intensive courses should be received by ELTD/TR at least one month and preferably three months prior to registration dates.

<u>LANGUAGE</u>	<u>STARTING DATE</u>	<u>DURATION</u>
Albanian	June 1955	11 months
Arabic	January 1955	10 months
	July 1955	10 months
	March 1955	11 months

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<u>LANGUAGE</u>	<u>STARTING DATE</u>	<u>DURATION</u>
Bulgarian	March 1955	11 months
Chinese (Cantonese)	April 1955	11 months
(Mandarin)	December 1954	3-27 months
	January 1955	15 months
	January 1955	11 months
	March 1955	11 months
	April 1955	11 months
	May 1955	11 months
Czech	February 1955	11 months
	April 1955	11 months
French	January 1955	6 months
	January 1955	4 $\frac{1}{2}$ months
	April 1955	4 $\frac{1}{2}$ months
	May 1955	6 months
German	January 1955	9 months
	January 1955	6 months
	May 1955	6 months
	June 1955	6 months
Greek	March 1955	11 months
	March 1955	12 months
Hungarian	April 1955	11 months
	June 1955	11 months
Italian	January 1955	5 $\frac{1}{4}$ months
	April 1955	7 months
	July 1955	5 $\frac{1}{4}$ months
Japanese	February 1955	11 months
	April 1955	11 months
	June 1955	11 months
Korean	February 1955	11 months
	May 1955	11 months
	June 1955	11 months
Persian	January 1955	9 months
	March 1955	11 months
	July 1955	9 months

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<u>LANGUAGE</u>	<u>STARTING DATE</u>	<u>DURATION</u>
Polish	February 1955	11 months
	April 1955	11 months
Portuguese	January 1955	6 months
	January 1955	5 $\frac{1}{4}$ months
	July 1955	5 $\frac{1}{4}$ months
Rumanian	February 1955	8 months
	April 1955	8 months
Russian	January 1955	11 months
	January 1955	9 months
	February 1955	11 months
	April 1955	9 months
	May 1955	11 months
	July 1955	9 months
Serbo-Croatian	February 1955	11 months
	March 1955	11 months
Spanish	January 1955	6 months
	January 1955	4 $\frac{1}{2}$ months
Swedish	January 1955	6 months
	January 1955	5 $\frac{1}{4}$ months
Turkish	February 1955	11 months
	January 1955	9 months
	June 1955	12 months

2. Courses in the more commonly studied languages are available at all universities in the Washington area. These courses are, for the most part, non-intensive, three-credit courses, with emphasis on reading. An exception to this is the Institute of Languages and Linguistics, Georgetown University, which offers semi-intensive and intensive courses in approximately 45 languages, most courses emphasizing the spoken language. Applications for all courses, except semi-intensive and intensive programs, should be received by ELTD/TR at least one week prior to registration dates.

Proficiency Testing

As a service to individuals desiring an assessment of their language proficiency, and to supervisors, ELTD/TR is developing a program of language proficiency testing. The following schedule of tests has been arranged. Tests

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in languages not scheduled can be developed on request providing there is a reasonable number of persons to be tested. Requests for development of tests should be addressed in writing to Chief, ELTD/TR, approximately two months before testing is desired. Individuals desiring to be tested may register by telephoning extension [REDACTED] preferably prior to two weeks before the date of test. Individuals and offices are invited to take advantage of this service.

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<u>LANGUAGE</u>	<u>TESTING DATE</u>
Russian	19 November 1954 17 December 1954 25 February 1955 22 April 1955 24 May 1955
Polish	19 November 1954 22 April 1955
Czech	19 November 1954
Finnish	19 November 1954
Hungarian	17 December 1954
Hebrew	17 December 1954
Yiddish	17 December 1954
Slovene	25 February 1955
Serbo-Croatian	25 February 1955
Macedonian	22 April 1955
Albanian	24 May 1955
Modern Greek	24 May 1955
German	12 January 1955 20 April 1955 15 June 1955
Dutch	18 May 1955
Japanese	7 December 1954 5 April 1955

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<u>LANGUAGE</u>	<u>TESTING DATE</u>
Arabic (Classical; Lebanese-Syrian Colloquial)	15 December 1954 11 May 1955
French	29 November 1954 14 March 1955 27 June 1955
Spanish	2 December 1954 17 March 1955 30 June 1955
Italian	2 December 1954 17 March 1955 30 June 1955
Portuguese	29 November 1954 14 March 1955 27 June 1955
Rumanian	31 January 1955



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